

## Using the Filter Option to Add a Source of Supply

Use this procedure when there is a need to **add** a Source of Supply (supplier referenced in Agency or Statewide contract) for each line item in the shopping cart.

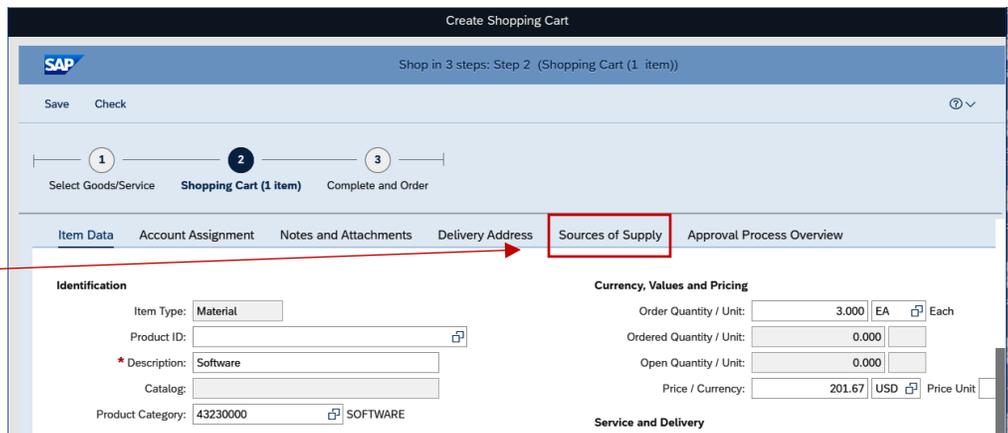
Upon entering the material or service item(s) into the cart, you can either:

1. Select the **hyper-linked Line-Item** number, or
  - a. Select the **checkbox** next to the line-item number and select the **DETAILS** button.



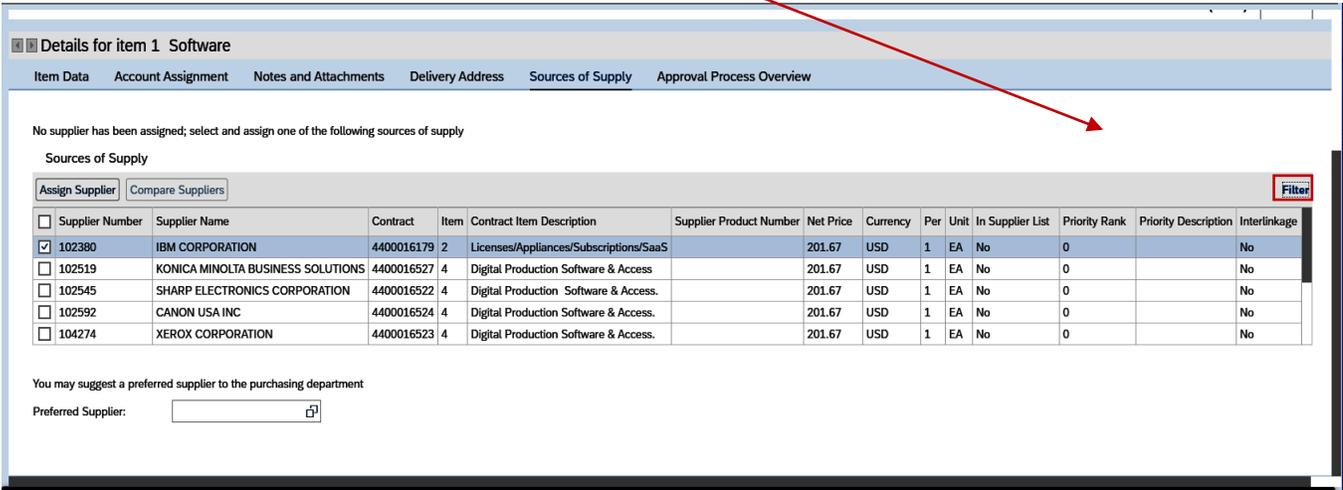
Notice, the Line-item details open to **Item Data** tab.

2. Select the **Source of Supply** tab



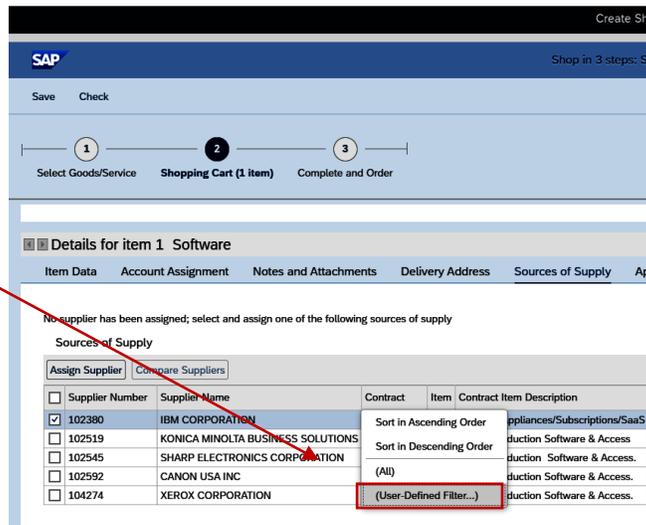
3. Shown here is a full screenshot of the **Source of Supply** tab.

- a. Scroll to the far right of the screen and select the **Filter** option. Upon selection of the filter icon, it may appear as nothing has happened. Follow steps 4. and a. to have the option for the **'User-Defined Filter'** available.

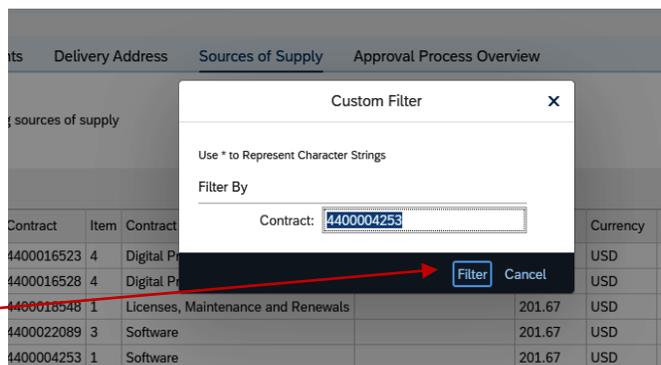


4. Select the column you want to filter by (example: **Contract** column)

- a. Select the (User-Defined Filter...)



- 5. Enter the criteria (example: contract no.) in the space provided and select the **FILTER** button.



6. The information will display.

In the example, the Contract column was selected, and the contract number was entered into the filter by field. Once the filter button was selected, only that contract is displayed.

Details for item 1 Software

Item Data Account Assignment Notes and Attachments Delivery Address Sources of Supply Approval Process Overview

No supplier has been assigned; select and assign one of the following sources of supply

Sources of Supply

Assign Supplier Compare Suppliers Delete Filter

<input checked="" type="checkbox"/>	Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price	Currency	Per	Unit	In Supplier List	Priority Rank	Priority Description	Interlinkage
<input checked="" type="checkbox"/>	316904	CARAHSOFT TECHNOLOGY CORP	4400004253	1	Software		201.67	USD	1	EA	No	0		No
<input type="checkbox"/>														
<input type="checkbox"/>														
<input type="checkbox"/>														

You may suggest a preferred supplier to the purchasing department

Preferred Supplier:

< Previous Next > Order Close

7. Select the line item of the contract and select the **ASSIGN SUPPLIER** button.

Details for item 1 Software

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Sources of Supply

Assign Supplier Compare Suppliers

<input checked="" type="checkbox"/>	Supplier Number	Supplier Name	Contract	Item	Contract Item Description	Supplier Product Number	Net Price
<input checked="" type="checkbox"/>	316904	CARAHSOFT TECHNOLOGY CORP	4400004253	1	Software		201.67
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

- 8. The Source of Supply (Assigned Supplier against the contract) displays.

The screenshot shows the SAP 'Create Shopping Cart' interface. At the top, it says 'Shop in 3 steps: Step 2 (Shopping Cart (1 item))'. Below this is a progress bar with three steps: 1. Select Goods/Service, 2. Shopping Cart (1 item) (current step), and 3. Complete and Order. The main area is titled 'Items in Shopping Cart' and contains a table with one item:

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per
1	Material	Software	43230000	SOFTWARE		3.000	EA	201.67	USD		1

Below the table, there are tabs for 'Details for item 1 Software', 'Item Data', 'Account Assignment', 'Notes and Attachments', 'Delivery Address', 'Sources of Supply', and 'Approval Process Overview'. The 'Sources of Supply' tab is active, showing a 'Remove Assigned Supplier' button and the text 'The Item Will Be Ordered from the Following Supplier:'. Below this, the 'Supplier' is listed as '316904 CARASOFT TECHNOLOGY CORP'. Other fields include 'Purchasing Info Record' and 'Location / Plant: DGS Bureau of Procur...'. A red arrow points from the text in step 8 to the 'Supplier' field.

**NOTE:** Repeat the steps to add the same Source of Supply (Supplier) for each line item in a Shopping Cart.